**Knowledge Assessment** Performing Mail Merges **Lesson 11**

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. The main document does not contain the same text or graphics for each merged document.

T F 2. The data source is a fi le that contains the information to be merged into a document, for example, names and addresses.

T F 3. Mail merge fields are inserted in a document using a data source fi le.

T F 4. It is a good practice to check for errors before completing the merge process.

T F 5. Word makes it easy to use an existing list of recipients in a new mail merge document.

T F 6. The Address Block will also include the Greeting Line.

T F 7. The edit recipient’s list allows you to make changes to the list of recipients and decide which one will receive your letter.

T F 8. Fields correspond to the column heading in the data fi le.

T F 9. Word generates a copy of the main document for reach record when you perform a mail merge.

T F 10. You cannot preview a document before merging.

Multiple Choice

Select the best response for the following statements.

1. Which tab contains the commands used to perform mail merges?

a. Merge

b. Mailings

c. Mail Merge

d. Insert

2. What is the first step in performing a mail merge?

a. Set up the main document

b. Insert merge fields

c. Preview the results

d. Select the recipients

3. Which type of document can be merged with a data source fi le?

a. Letter

b. Label

c. Envelope

d. All of the above

4. Which is NOT an option for selecting a list of recipients for the mail merge?

a. Download from an online directory

b. Type a new list

c. Use an existing list

d. Use your Outlook contacts

5. To merge information into your main document, you must first connect the document

to a(n)

a. Address validator

b. Form letter

c. Data source

d. Website

6. When mail merge fields have been inserted into a document, Word will automatically

replace them with information from a data source when the

a. Main document is saved

b. Recipients are selected

c. Merge fields are inserted

d. Mail merge is performed

7. Mail merge fields are enclosed by

a. Quotation marks (“ “)

b. Chevrons (<< >>)

c. Apostrophes (‘ ‘)

d. Brackets ([ ])

8. When previewing the mail merge document, Word replaces the merge fi elds with

a. Sample data

b. Blank spaces

c. Actual data

d. Highlighted headings

9. When a user selects the Current Record under the Finish & Merge menu, which

document will appear in a new document screen?

a. All documents

b. From where your insertion point is placed in the main document

c. Records 1 and 3

d. It will not appear in a new document screen.

10. When you save the main document, you also save

a. All the data in an Excel spreadsheet

b. Any other open fi le

c. The default return address for Word

d. Its connection to the data fi le